

# Retention and Classification Report

**Agency:** Provo City School District (Utah). Payroll (1428)

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Provo, UT 84604  
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**Records Officer** Melissa Frost

05454 Payroll time sheets

**AGENCY:** Provo City School District (Utah). Payroll

**SERIES:** 5454

3

**TITLE:** Payroll time sheets

**DATES:** 1987-

**ARRANGEMENT:** Chronological by month, thereunder alphabetical by employee's name

**DESCRIPTION:**

These are records which verify hours worked (regular and overtime), leave earned (vacation, sick, emergency, conference/professional) and taken by school district employees.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private